

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: December 8, 2021

Closing Date: Until Filled

SOCIAL WORKER

***Criminal Division, Misdemeanor Trial Unit (Court of Common Pleas)
New Castle County***

Job Responsibilities and Duties: This Social Worker will provide professional social work services for the Criminal Division, Misdemeanor Trial Unit (Court of Common Pleas) in New Castle County. This Social Worker works directly with victims whose cases fall under the jurisdiction of the Court of Common Pleas. Specific duties include notifying victims and witnesses of the criminal case status, court dates and results of hearings; interviewing victims/witnesses to ascertain case facts and identify individual needs; assisting with the prosecution of cases by educating the victims/witnesses about the criminal justice process and preparing them for trial; and making referrals through the use of community resources.

Minimum Qualifications:

Bachelor's degree in a Human Services related field and two years of human services experience; **OR**

Associate's degree in a Human Services related field and three years of experience as a Victim Service Specialist with the Department of Justice.

Knowledge of the criminal justice system.

Ability to interview and counsel.

Please Note: As a condition of employment, all employees must certify that they are fully COVID-19 vaccinated by September 30, 2021; or be required to test for COVID-19 on a weekly basis starting on September 30, 2021. If hired after September 23, 2021, these certifications or requests must be completed during their initial week of employment. This will be in effect until further notice.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.